




Library Services and Technology Act

LSTA

Information and Guidelines
for Wisconsin

2005

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning



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Wisconsin Department of Public Instruction
Elizabeth Burmaster, State Superintendent
Madison, Wisconsin

This publication is available from

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Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2005* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2005, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956. In 2003 LSTA was reauthorized by Congress through 2009.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Peg Branson, LSTA program coordinator.

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Digitization Projects	Sally Drew	(608) 224-6161	sally.drew@dpi.state.wi.us

Advisory Committee

The membership of the LSTA Advisory Committee includes representatives of public and other types of libraries, and of the users of libraries. It includes representation from different sizes of libraries and different geographic areas of the state. Library systems are also represented on the committee. Members of the committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The committee meets twice a year—a two-day meeting in the spring and a two-day meeting in the fall. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

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Purposes

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The six LSTA purposes, as outlined in the LSTA legislation (P.L. 104-208), are

- *Establishing or enhancing electronic linkages among or between libraries*
- *Linking libraries electronically with educational, social, or information services*
- *Assisting libraries in accessing information through electronic networks*
- *Paying costs for libraries to acquire or share computer systems and telecommunications technology*
- *Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (birth through 17) from families with incomes below the poverty line.*

Preliminary Budget 2005

The amount of LSTA funds estimated to be available for LSTA projects January through December 2005 is

			FY 2005 Estimate
	Appropriation		\$ 2,940,000
	Carryover		400,000
	Total		\$ 3,340,000
	Preliminary Amount*		Preliminary Amount*
A. Technology		C. Library Improvement	
DLTCL- Reference and Loan	\$ 607,100	DLTCL-Library Development	\$ 261,700
DLTCL-Library Development	132,700	DLTCL-Communication and Planning	25,000
State Resource Contract	20,000	ILL Needs Assessment/Planning Followup	10,000
WISCAT	650,900	Public Library System Study Followup	10,000
Library System Technology	375,000	Public Library Standards Update	3,000
Shared Automated Systems	355,000	Library Card Sign-Up Promotions	50,000
Shared Automated Systems Study	15,000	School Library Impact Study	80,000
Digitization-Newspapers	15,000	Subtotal	\$ 439,700
Digitization-Local Resources	40,000		
Access to State Gov. Publications	55,000		
Delivery Projects	76,600	D. LSTA Administration	
Subtotal	\$ 2,342,300	LSTA Administration	\$ 98,000
B. Special Needs			
Early Learning	\$ 175,000		
Adult, Family, Early Literacy	175,000		
Seniors/Sensory Disabilities	75,000		
Special Needs Youth Plan Update	10,000		
State Institution Coordination	25,000		
Subtotal	\$ 460,000	TOTAL	\$3,340,000

*The LSTA Advisory Committee and the state superintendent may revise these amounts on the basis of the total dollars available (including carryover), applications submitted, and other factors, before final awards are made.

Schedule for 2005

March 31-April 1, 2004	LSTA Advisory Committee recommends grant categories/budget for 2005
May 2004	Grant information to potential applicants
June 2004	Information session on the LSTA grant program for 2005
September 10, 2004	Grant applications submitted online by 4:30 p.m.; signature page from application must be postmarked by September 10, 2004
September 2004	Grant application reviewer pool selected
September 2004	Reviewers trained and applications distributed
October 2004	Reviewer reports due
November 11, 2004*	LSTA Advisory Committee meeting to consider grant applications
December 2004	Grant award announcements
December 2004	Grant application appeals filed (within 30 days of notification)
January 1, 2005	Projects begin
July 29, 2005*	Six-month evaluations due
December 31, 2005	End of 2005 project year
February 15, 2006*	Final evaluations due, all claims submitted and projects closed

*tentative dates

Grant Categories 2005

The dollar amounts for the grant categories listed below may be revised before final awards are made, on the basis of the total dollars available (including carryover), the applications submitted, and other factors.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among all the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.

NOTE: The Children's Internet Protection Act (CIPA), passed in December 2000, mandates the use of Internet filters in libraries that participate in the LSTA program if the LSTA funds are used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet. (For CIPA compliance information, see the division's CIPA FAQ at <http://www.dpi.state.wi.us/dltcl/pld/cipafaq.html>.) The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.

• State Contract for Interlibrary Loan

Noncompetitive; Estimated Total Expenditures: \$20,000

Eligible Applicants: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to continue interlibrary loan services from WiLS for requests for the Wisconsin Historical Society and UW-Madison Libraries from January through June of 2005.

• WISCAT

Noncompetitive; Estimated Total Expenditures: \$650,900

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to maintain and produce the WISCAT union database, a web-based version of the statewide union catalog, a web-based interlibrary loan request management system, and a Z39.50 gateway. Funds are allocated for staff and vendor contract costs to maintain the database, add unique titles, manage database servers, facilitate the addition of local data files, purchase OCLC serials union list files, provide training and technical support to local libraries, maintain and support the statewide automated interlibrary loan management system, and configure local host catalogs as Z39.50 targets in the gateway. The major cost categories in the WISCAT budget

include staff salaries and vendor contracts. Some revenue is anticipated from licensing staff password access to the union catalog and interlibrary loan management system, as there is a \$150 charge for each library license.

• Public Library System Technology Projects

Noncompetitive; Estimated Total Expenditures: \$375,000

Eligible Applicants: Public Library Systems

Purpose: Funds will be distributed to public library systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). The funding allocation to public library systems for this category is as follows:

Arrowhead	\$10,212	Mid-Wisconsin	\$18,532	Southwest	\$15,121
Eastern Shores	\$12,056	Milwaukee	\$40,999	Waukesha	\$18,621
Indianhead	\$36,164	Nicolet	\$30,611	Winding Rivers	\$24,092
Kenosha	\$9,283	Northern Waters	\$25,747	Winnefox	\$20,515
Lakeshores	\$15,430	Outagamie Waupaca	\$14,646	Wisconsin Valley	\$29,257
Manitowoc-Calumet	\$9,011	South Central	\$44,703		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system's application.

1) Internet Access (Note: See above CIPA information)

Systems may apply for funding to provide direct Internet connections for a public library. Grant funds for this access may be used for hardware, software, telecommunications (including TEACH lines), routers, CSU/DSUs, installation, and ongoing fees charged by an Internet Service Provider. Grant funds may be used for staffing costs associated with staff and patron training in using the Internet, or systems may contract for such training or use volunteers, such as students. Other staffing costs are not eligible for funding. Grant funds cannot be used to support dial Internet access.

2) Shared Automated Systems

Systems may apply for funding to

- enable public libraries to join an existing shared automation system operated or coordinated by a public library system or merge two existing shared systems.
- enhance the network infrastructure of an existing automation system.
- license application software enhancements or upgrades for an existing automation system.
- enable public libraries to implement a new shared automation system. At least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000 as reported in the 2002 *Wisconsin Library Service Record*. The online catalog of the new shared system must be available on the Internet, and the system must be Z39.50 compatible.

Grant funds may be used for hardware, software, telecommunications (including TEACH lines), data conversion/preparation, membership fees, and system or network upgrades (e.g., server upgrade, more software licenses) or implementing a new shared system. Staffing costs are not eligible for funding.

Public libraries or public library systems establishing or expanding a shared system must work with the DLTCL to ensure that bibliographic records and local library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway.

3) Other Technology Projects

Systems may apply for funding for the following: experimentation with electronic books, paying for adaptive devices, and information and training in using those devices, to assist patrons with disabilities in using technology, staff and patron training related to technology, paying for technology consulting and troubleshooting services for member libraries, system and library digitization projects, virtual reference service, online databases, web

development or maintenance, or other innovative uses of technology. These projects must be consistent with the *Wisconsin Library Technology Strategic Plan* and the system technology plans.

Shared Automated Library Information Systems

Noncompetitive; Estimated total expenditures: \$355,000

Eligible Applicants: Public library systems and public libraries

Purpose: Funds will assist public library systems in developing new shared automated systems, adding libraries to existing shared systems, or merging shared automated systems.

Note: The LSTA Advisory Committee has recommended that 2007 be the last year LSTA funds be available for this category.

Criteria and Eligibility

Only one grant can be submitted per library system, [and the total grant cannot exceed \$85,000] for any new or existing shared automated system. For libraries with a service area population below 25,000, a maximum of \$15,000 per library can be requested. For libraries with a service area population over 25,000, a maximum of \$35,000 can be requested. Service area population is from the 2002 *Wisconsin Library Service Record*.

Three types of grant requests are eligible for funding in this category.

1. Grants to enable public libraries to join an existing shared automated system.
2. Grants to enable library systems to implement new shared automated systems. For a new system, at least one of the participating libraries must be a public library system resource library, or the service population of the participating libraries must total at least 50,000 as reported in the 2002 *Wisconsin Library Service Record*.
3. Grants to enable public libraries to merge existing shared automated systems.

Use of funds

Grant funds may be used for hardware, software, telecommunications (including DOA TEACH datalines), data conversion/preparation, membership fees, and system or network upgrades specifically needed to support adding libraries to an existing automation system (e.g., server upgrade, more software licenses) or implementing a new shared system. Funds can also be used to purchase adaptive technology as described above. Staffing costs are not eligible for funding.

Grant priority.

If the funds being requested exceed the funding available, priority will be given to grants that serve the largest number of residents. This will be determined by adding together all the grant libraries' total service area populations as reported in the 2002 *Wisconsin Library Service Record*.

Systems receiving funding in this category must

1. Work with the DLTCCL to ensure that bibliographic records and local library holdings from the shared system are added to and maintained in WISCAT in a timely fashion or made available via the WISCAT gateway, and
2. Ensure that the online catalog of any new-shared system must be available on the Internet, and the system must be Z39.50 compatible.

Libraries participating in a system grant must have at least one computer workstation that is adapted for use by patrons with disabilities, including access to those in wheelchairs. Systems must identify a knowledgeable staff member or other individual, agency or organization familiar with disabilities, to assist them in the evaluation, selection and marketing of appropriate adaptive equipment and products. Systems or participating libraries must provide training on the use of the adaptive equipment and provide appropriate in-library and external marketing to the people who need this equipment.

The minimum requirements are as follows:

1. 19" or larger Monitor
2. An input device, such as a trackball, as an alternative to a mouse. Examples are Kensington Expert and EZ Trackball
3. A keyboard cord longer than 3 feet.
4. Screen reading software with headphones. Reading software may also magnify the screen.
 - Examples of reading software are IntelliTalk, Ultimate Reader, Write: Outloud, TestAssist,
 - WINSPEECH. Examples of software that both magnify and read text are ZoomText, SuperNova and JAWS

Additional suggestions and resources are available upon request from Barbara Huntington (608/267-5077).

- **Shared Automated Systems Study**

Noncompetitive; Estimated total expenditures: \$15,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to study shared automated system development in Wisconsin. Among the issues to be addressed will be costs, optimum size, and feasibility/desirability of intrasystem, intersystem and statewide coordination or operation of shared systems.

- **Digitization - Newspapers**

Non-competitive: Estimated total expenditures: \$15,000

Eligible applicants: Division for Libraries, Technology, and Community Learning

Purpose: The Division would contract with EBSCO to provide access to NewspaperARCHIVE Elite and to digitize over 1 million new pages from Wisconsin Historical Society newspapers.

NewspaperARCHIVE.Elite contains over 5.5 million fully searchable pages representing over 400 cities and towns and allows users to research genealogy, history, culture, and other newsworthy events with articles dating back as far as the 1700's. The collection provides a searchable archival file of important newspapers from the U.S., Canada and the U.K. In partnership with Heritage Microfilm, EBSCO will work with the Wisconsin Historical Society to select newspaper content to be digitized and placed online free of charge. The WHS will receive a set of high resolution images for their local use.

The majority of the funding for this project will come from BadgerLink Universal Service Funds. LSTA funding would be needed from January-June 2005 to provide sufficient funding for the service. Future ongoing funding would be requested through the BadgerLink project.

- **Digitization – Local Resources**

Competitive; Estimated total expenditures: \$40,000

Eligible Applicants: Public Libraries, Public Library Systems, and State Government Agencies

Purpose: This category will allow libraries, library systems and state government agencies to digitize resources that may be unique or of local interest. For example: old newspaper clippings, books and pamphlets of local interest, cemetery records, municipal directories, historical photographs of the community, etc. Libraries and state government agencies can apply for a maximum of \$6,000 to offset the costs associated with the digitizing process, which includes digitization of materials, assistance with assigning of appropriate metatags, and placing content on the Web. Applicants awarded grants will be required to work with the division and the UW-Madison's Digital Content Group. Digitized materials will be placed on the Web through the UW-Madison Libraries State of Wisconsin Collection. Libraries and state government agencies will also receive high resolution copies for local use.

Depending on what kinds of materials are being digitized the cost could vary from \$3.00-8.00 per image. Applicants should expect to supply a cash match of about one third of the cost of digitization. The Division will work with UW-Madison staff to conduct information sessions with interested applicants to assist in reviewing the types of materials being considered for digitization and planning costs and grant activities for proposed projects.

Sally Drew will serve as a liaison with UW-Madison for grant planning and applicants may direct questions to Sally for assistance or coverage during the planning sessions. Sally Drew can be contacted at 608-224-6161 or via email at sally.drew@dpi.state.wi.us.

- **Access to State Government Publications**

Noncompetitive; Estimated Total Expenditures: \$55,000

Eligible Applicant: Wisconsin Historical Society

Purpose: Add pre-1976 bibliographic records for Wisconsin state government publications to OCLC WorldCat, WISCAT, and the WHS Library's catalog, MadCat.

Although the Historical Society has been collecting and cataloging state government publications for over 150 years, few of the pre-1976 titles in its collection are fully cataloged online, and access to the information contained in these older publications is extremely limited.

The LSTA-funded project will hire staff to fully catalog approximately 7,000 of the state government publications most frequently requested by users. The project will add complete catalog records with Wisconsin document numbers and AACR2-compliant name and subject headings to OCLC WorldCat, WISCAT, and MadCat. Publications from a number of state offices and organizations will be targeted for cataloging, including those from the Governor's office and commissions, the Legislature and its committees, the Legislative Council, the Legislative Reference Bureau, the Legislative Fiscal Bureau, the Dept. of Public Instruction, and the Dept. of Natural Resources. All titles for which a digital version will be created by a concurrent digitization project of the University of Wisconsin Digital Collections will have the electronic version linked to the catalog record, providing researchers direct access to that electronic version. The cost of conversion is estimated at \$7.50 per title.

- **Delivery Services**

Noncompetitive; Estimated Total Expenditures: \$76,600

Eligible Applicants: Northern Waters Library Service; South Central Library System

Purpose: \$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. \$61,600 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

- **Special Needs Projects**

General Requirements for all Special Needs Categories

Applicants are expected to use the goals in the *Public Library Services for Youth and Special Needs: A Plan for Wisconsin* and/or the *Adults with Special Needs: A Resources and Planning Guide for Wisconsin Public Libraries*. Both documents are available on the DLTCL special needs web page. Applications should cite the goals from the appropriate plan being implemented by the project.

Book give-away activities must indicate how they will be continued or why they will no longer be needed at the end of the grant year. In general they are discouraged because they rarely continue after the project ends and thus are not sustainable activities for libraries to continue on their own.

Literacy projects must involve other organizations and institutions that promote literacy in the planning, implementation and evaluation of the project. All literacy projects must include a marketing plan that targets people who do not use print or who do not read or speak English. All literacy projects, even those targeted for infants and toddlers, must include the purchase of at least some GED preparation materials. These materials can be in print, video or other format but must have a copyright of 2002 or later to support the new GED test, unless the library can document it already has these materials.

- **Early Learning, Birth to Three**

Competitive; Estimated Total Expenditures: \$175,000

Eligible Applicants: Public Libraries, Public Library Systems, Department of Corrections

Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in encouraging targeted groups of parents to involve their infant and toddler children (birth to three) in activities that promote early learning. The targeted groups are:

- Teen Parents
- Parents who use English as a second language.
- Parents living in detention facilities, jails and prisons.
- Parents with children under the age of three living in poverty

Grant funds may be used:

- To collaborate with other agencies in assisting the targeted parent groups and/or day care providers become more familiar with the importance of infant brain development and/or appropriate learning activities for parents to use with their infants and toddlers.
- To initiate infant story programs that will include specific, appropriate marketing to at least one of the targeted groups, in the library. The programs may include other non-targeted children, but must be primarily designed for a targeted population. Purchases may include specialized environmental equipment and resources designed specifically for use by children under the age of three, and related marketing costs, when a targeted group will be included in the programs. Collaboration with appropriate agencies is expected.
- To initiate infant and toddler story programs and other outreach services at a location other than a library in collaboration with non-library agencies already working with the targeted children.
- To create collections of appropriate materials for circulation to day care providers or centers serving infants and toddlers from the targeted groups or directly to parents, if the circulation can be targeted by working through social service agencies.

Note: This category is not a general collection development category for early learning materials. There must be a specific plan to initiate or enhance infant and toddler programs and services for a targeted group. Applicants are encouraged to include nutritional information available from UW-Extension or the DPI Teen Nutrition program and to include healthy snacks at the programs.

- ***Adult, Family and Early Literacy (Three to Five Years)***

Competitive; Estimated Total Expenditures: \$175,000

Eligible Applicants: Public Libraries, Public Library Systems, Department of Corrections

Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

Grant funds may be used for:

- Projects which promote early literacy by targeting children ages three to five, their parents and/or their caregivers. The projects must be targeted at and marketed for children who have a special need including disability, using English as a second language, and living in poverty.
- Literacy projects aimed at adults, at-risk teens, and individuals or families for whom English is a second language
- Literacy projects which promote literacy in the context of family or multi-generational units. Family literacy projects must address the needs of families in which an adult(s) is receiving literacy or English instruction.

- ***Seniors with Special Needs and Services to Others with Sensory or Mobility Disabilities***

Competitive; Estimated Total Expenditures: \$75,000

Eligible Applicants: Public Libraries and Public Library Systems. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

All projects targeting senior groups must include marketing materials printed in large print. All applicants must include a provision to make a large-print version of their library card application form and to create a large-print brochure that describes their library's services for people with mobility and sensory disabilities.

Purpose: To promote and demonstrate the role of public libraries in meeting the informational needs of seniors, especially those with special needs, and/or other people who have sensory or mobility disabilities.

Grant funds may be used for:

- Collection development directly related to the needs and interests of seniors with special needs or other people who have sensory or mobility disabilities, as long as there is an appropriate marketing plan and a project that assures the materials reach the intended population. Projects targeted at family members who care for seniors with special needs can be submitted.
- Outreach services that target seniors with special needs, including those who are institutionalized or who live in housing which includes units for seniors with low incomes, and/or family caregivers caring for someone in their home. This can include start-up funding for home delivery services in collaboration with an agency such as Meals on Wheels, visiting nurses, hospice care agencies or other agencies that already visit seniors in their homes. It can be used in collaboration with area middle schools and high schools as part of a service learning project in which the students provide services to seniors with special needs.
- As part of a project, the applicant may purchase of adaptive equipment that address sensory or mobility disabilities, including a sound system that can amplify sound for individuals when needed, magnification devices, equipment and software, accessible workstation modifications, and wheeled carts, wheel chairs or other mobility aides for use in the library. A marketing plan for new equipment and other services the library offers people with special needs. Open but practical access to the equipment must be addressed in the application.
- As part of a project with an outreach component, applicants may request up to \$5,000 to be used to retrofit an electronic door opener on an existing door, if the building is otherwise accessible. (Grant funds cannot be used to offset new building construction costs.)
- Programming efforts for seniors must include specific marketing to seniors with special needs and/or their caregivers or occur at locations likely to include seniors with special needs—nursing homes, low income housing units for seniors, day care programs for seniors who have memory loss. Typically this would not be a local senior center, unless there are local circumstances that would indicate most seniors at the center programs have a special need, such as high poverty levels.

Note: This category cannot be used to address the general needs of seniors in the community or to enhance a general collection of books on tape or musical recordings. The project must involve a way to determine specific materials that seniors, or other targeted groups most want at the library and to assure delivery of the materials to people who cannot come to the library. If funding is used for collection development, periodicals of interest to seniors with special needs, and to others with disabilities, as well as resources related to the special need for family care givers, must be included.

- ***Youth with Special Needs Plan Update***

Noncompetitive; Estimated Total Expenditures: \$10,000

Eligible Applicants: Division for Libraries, Technology, and Community Learning

Purpose: The *Wisconsin Public Library Youth With Special Needs* publication was completed in 1999 and has been widely used since then. Parts of the plan will be updated, and starting points for the various types of disabilities will be added.

- ***State Institution Coordination***

Noncompetitive; Estimated Total Expenditures: \$25,000

Eligible Applicant: Department of Corrections

Purpose: Funds will support part of a position in the Department of Corrections that provides coordination of state institution library services in the Department of Corrections and the Department of Health and Family Services.

• **Interlibrary Loan Assessment and Planning Followup**

Noncompetitive; Estimated Total Expenditures: \$10,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds are being used in 2004 to hire an outside consultant/facilitator to assist in a needs assessment and planning project related to interlibrary loan and WISCAT/WISCATILL. Funds are set aside for 2005 to allow for possible followup to the current project.

• **Public Library System Study Followup**

Noncompetitive; Estimated Total Expenditures: \$10,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: During 2004, LSTA funds are being used to conduct a study of the relationship between public library system services and public library system geographic and population size. Funds are set aside for 2005 to allow for possible followup to the current public library system.

• **Public Library Standards Update**

Noncompetitive; Estimated Total Expenditures: \$3,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to pay for the printing and distribution of revised public library standards.

• **Library Card Sign-Up Promotions**

Competitive; Estimated Total Expenditures: \$50,000

Eligible Applicants: Public libraries and public library systems. A combination of eligible applicants may propose a joint project.

Purpose: To promote public library card sign-up and library use to any of the three groups below:

(1) these targeted types of families:

- Families with teen parents.
- Families who use English as a second language.
- Families with a parent living in a detention facility, jail, or prison.
- Families living in poverty.

(2) people living in areas with one or more Schools in Need of Improvement (see http://www2.dpi.state.wi.us/sifi/WSIFI_04.asp), and/or

(3) people living in areas where less than half the population of the municipality, county or multiple organizations that established the library are registered public library users.

Criteria and Eligibility: Grants are limited to maximum LSTA funding of \$10,000.

Use of Funds: Grant funds may be used for any activities designed to encourage library card sign-up and library use among the three population groups listed above (under "Purpose"). Applicants are encouraged to involve local schools, preschools, and social service agencies in planning and implementation of projects. In addition to activities to encourage library card sign-up, projects must include efforts to encourage new library card holders to use a library.

Applicants are encouraged to coordinate their efforts with any appropriate state and national library promotion campaigns. Applicants must make available to other Wisconsin libraries any promotional materials and graphics produced as part of these projects.

- **School Library Impact Study**

Noncompetitive; Estimated Total Expenditures: \$80,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: This study will identify and examine the leadership and instructional roles of Wisconsin school library media specialists required for a robust school library (information and technology literacy) program. This study will examine the direct relationship of these roles on student achievement and it will determine the impact on student achievement, if there is no school library media specialist employed for the school. The findings will guide the direction for Wisconsin school library programs.

- **State Library Agency Projects**

Noncompetitive; Estimated Total Expenditures: \$1,026,500

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will assist the DLTCL in supporting the LSTA purposes for technology, special needs and library improvement in the areas of statewide planning activities, selected statewide consultant services and support services, general publication costs, interloan and database searching.

- **LSTA Administration**

Noncompetitive; Estimated Total Expenditures: \$98,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2005* may be obtained from the Division for Libraries, Technology, and Community Learning. Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form available on the DPI website (<http://www.wiscforms.com/dpi/>). User names and passwords are required to access the form. Public libraries and public library systems must use the user names and passwords provided by DLTCL in conjunction with the public library and system annual reports.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff send sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepare grant award information for review by the state superintendent (November).

Competitive Grants:

1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).
2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications and rank them based on the total points awarded on the rating sheet (September).
4. Division staff consolidate ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTCL (November).
6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepare grant award information for review by the state superintendent (November).

C. Award Process and Procedures

1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December).
3. In order to be considered **eligible recipients** of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met.

D. Appeal Process and Procedures

1. Applicants will have an opportunity to appeal decisions.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.
4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.

5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes or regulations that govern the applicable program, the Department of Public Instruction shall rescind its action.

E. Administration of Grants

Organizations administering grants have the following responsibilities:

1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. (No funds can be designated "Administrative Retention" or "Administrative Overhead" without prior approval from the DLTCL.)
2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTCL prior to making the change. All final changes for 2005 projects must be made before December 1, 2005.
3. Use proper accounting procedures. A grant recipient expending \$300,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133 (Audits of State, Local Governments, and Non-Profit Organizations).
4. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80% of an approved budget, remaining payments will revert to a reimbursement basis.
5. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
6. Disseminate information about the project, crediting the use of LSTA funds.
7. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
8. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
9. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
10. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as proposer or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on

- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member
- the establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member
- any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of

- any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member
- any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the chair of the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee. A ruling of the chair may be overridden by due parliamentary action.

Appendix

Library Services and Technology Act (LSTA) Application

Library Services and Technology Act (LSTA) Application Rating Form

Library Services and Technology Act (LSTA) Six-Month Project Evaluation

Library Services and Technology Act (LSTA) Final Project Evaluation

